1-1 PURPOSE

a. PLANNING GUIDANCE. This guide provides general guidance to aid installation and Corps of Engineer personnel in the *planning* of Army Continuing Education System (ACES) Centers for inclusion in military construction programs.

b. DESIGN GUIDANCE. As the basic instrument governing the design of ACES Centers, this guide is primarily intended to aid architects and Corps of Engineers personnel in the *development and evaluation of project designs.* This guide is directed towards the improvement of early design decisions and the development of realistic, cost-effective facilities in conjunction with Army and Department of Defense criteria and procedures.

1-2 SCOPE

a. GUIDE LIMITATION. This guide is applicable to all new construction projects for ACES Centers. It is also applicable as general guidance to projects involving the conversion or modernization of existing facilities. It applies to all construction programmed under facility category code 740-25. The guidance and criteria must be applied, however, in conjunction with information obtained from each particular installation defining the installation's proposed ACES program, and the constraints and opportunities of the project site.

b. PRESENTATION OF GUIDANCE. This guide is structured to aid in the development of project requirements and designs that respond to variables of each particular installation. Chapter 2 provides planning guidelines to help delineate ACES program requirements, space needs and cost estimates for use in developing project requirements and programming data. Chapters 3, 4 and 5 provide general design criteria, individual space criteria and space organization principles for use in developing and evaluating design solutions.

c. EXAMPLE DESIGNS. Chapter 6 contains examples illustrating the definition of requirements and designs for ACES Centers at installations with military strengths of 6,000, 10,500, and 21,000 persons. The designs demonstrate the application of criteria presented in chapters 3, 4 and 5 in view of different installation variables. While indicating a suggested level of quality, they provide a means of evaluating proposed design solutions for actual projects.

1-3 REFERENCES

a. ACES PROGRAM FUNCTIONS. The following Army documents are important in understanding ACES program functions:

AR 621-5-Army Continuing Education System (ACES)

DA PAM 570-551-Staffing Guide for U.S. Army Garrisons

1-3 REFERENCES (cont'd)

b. DOD CONSTRUCTION CRITERIA. The following manual is important in understanding the basic criteria governing the planning and design of Department of Defense facilities.

DOD 4270.1-M-Construction Criteria Manual

c. PROJECT PLANNING AND DESIGN. The following regulations are important in understanding procedures for planning and designing facilities in conjunction with the development of Military Construction, Army (MCA), programs.

AR 415-15-MCA Program Development

AR 415-17-Empirical Cost Estimates for Military Construction

AR 415-20-Project Development and Design Approval

d. COMPLETION RECORDS. The following regulation is important in understanding the kind of records transferred to the installation upon completion of project construction.

AR 415-10-General Provisions for Military Construction

1-4 EMPHASIS

a. DESIGN QUALITY. Emphasis shall be placed on the quality of design since it will vitally affect the longevity, usefulness, efficiency and attractiveness of the ACES Center. In addition to life cycle economy and functional efficiency, the overall design shall exemplify regional character and an aesthetic rendering of both interior and exterior features.

b. DESIGN SERVICES. Architects for these facilities should be selected on the basis of knowledge in design of similar facilities, and a demonstrated imaginative approach to site and building design. They must also be considered for their ability to provide and accomplish *professional interior design* services.

c. USER INFORMATION. Provisions related to the enhancement of facility operation, maintenance and flexibility shall also be emphasized during design. Information to supplement construction completion records shall be prepared to instruct the installation on how to gain the most benefit from such provisions.

1-5 RESPONSIBILITIES.

a. INSTALLATION. The Installation Commander and those who are in active charge of the installation's ACES program and real property share the primary responsibilities of the installation. The installation is responsible for:

1-5 RESPONSIBILITIES. (cont'd)

(1) Development and approval of functional requirements in conjunction with the criteria in this guide.

(2) Justification of functional requirements falling beyond the scope of criteria.

(3) Preparation and submission of the *Project Development Brochure* required by AR 415-20.

(4) Obtaining action to gain site approval if the project is not sited in accordance with the HQDA approved master plan.

(5) Preparation and submission of *DD Form 1391, Military Construction Project Data, and supporting data* in accordance with AR 415-15.

(6) Approval of concept designs to certify compliance with functional requirements.

(7) Procurement and placement of related furnishings and equipment.

b. DESIGN AGENCY. The Corps of Engineers field office responsible for design shall insure that:

(1) Functional requirements of the installation are recognized and incorporated into the project design.

(2) Requirements of the installation fall within the scope of the criteria in this guide.

(3) Requests by the installation for deviations from these criteria are completely justified and documented.

(4) Quality standards for overall design are emphasized as stated herein.

(5) Assemblage of user information is complete at the completion of project construction, and provided, together with the completion records required by AR 415-10, to the installation (Facilities Engineer).

(6) Copies of appropriate user information are provided to the director of the ACES center.

1-6 DEFINITIONS

a. NET SPACE. The Net Assignable Square Feet (NASF) used for a specific function. It includes space required for internal (secondary) circulation within areas where appropriate.

1-6 DEFINITIONS (cont'd)

b. GROSS SPACE. The total space, in Gross Square Feet (GSF), of all floors within the outside dimensions of the building excluding central mechanical equipment space.

c. FUNCTIONAL REQUIREMENTS. Space, performance and operational requirements related to staff, instructional and support activities, including circulation.

d. SPACE ALLOCATION CRITERIA. Standards prescribed to define and evaluate acceptable space allotments to satisfy functional requirements. In this guide, such criteria are often given as net assignable square feet (NASF), or in percentages or subdivisions thereof.

e. DESIGN CRITERIA. Standards prescribed to define and evaluate acceptable utilitarian, environmental and aesthetic conditions to satisfy functional requirements.

f. SPACE ORGANIZATION PRINCIPLES. Rules exemplified in the organization of spaces into a building design.